



eOPF

Electronic Official Personnel Folder

NOAA Workforce Management Overview

January 2006

eOPF

What is eOPF?



- electronic web-based system that provides online access to OPF data
- allows secured access to employees and HR Personnel

Why *eOPF*?

- Part of OPM's Enterprise Human Resources Integration (EHRI)
- Supports the President's e-Government initiatives
- All Federal agencies will have *eOPFs* by September 2008



Who is using eOPF?

- ☐  **Federal Aviation Administration**
- ☐  **U.S. Department of Education**
Promoting educational excellence for all Americans.
- ☐  **United States Department of Health & Human Services**
- ☐  **Office of Personnel Management**
The Federal Government's Human Resources Agency
- ☐  **United States Coast Guard**
Homeland Security
- ☐  **United States Department of Agriculture**
- ☐  **U.S. DEPARTMENT OF ENERGY**
- ☐  **National Oceanic & Atmospheric Administration**
U.S. Department of Commerce



Government-wide Benefits

- Eliminate need for paper records
- Enable interagency electronic transfer of HR data
- Timely access to HR data on active and separated Federal employees
- Improved currency and availability of Federal HR data
- Projected \$72 million annual savings Government-wide by eliminating the paper folder alone



How will NOAA benefit from *eOPF*?

■ Efficiency of Operations

- Employee notified automatically via email when SF-50 added to folder – fewer queries from employees
- System updates from NFC data loads

Benefits to NOAA



■ Improves WFM's ability to provide services while reducing costs

- Easier and faster access to employee files – anytime and any place
- Employees can print any documents or entire folder
- Eliminates delays to retrieve paper OPF
- Ensures faster completion of security investigations

Benefits to NOAA

■ Improved Security and Privacy



- Paper folders can be lost or destroyed by a natural disaster
- **eOPF** backs up and stores employee records in a secure remote site
- Multi-layered security prevents unauthorized access and protects your records
- Pre-defined access roles to prevent unauthorized access

How Secure Is **eOPF**?



- Hosted by National Business Center (NBC) in Denver
- Fully encrypted
- Every **eOPF** transaction is recorded
- Security Certification (OPM *and* DOC)





eOPF

Who is covered?

All NOAA Federal civilian employees are covered.

*Examples of who is **not** covered:*

- *Contractors*
- *NOAA Corps Uniformed Officers*
- *Special/Student Volunteers*

Who Can View *eOPFs*?

The same people who currently have access to hard copy OPFs will be able to view the *eOPF* records. This includes:

- ❖ Workforce Management staff who are processing personnel actions
- ❖ WFM *eOPF* System Administrators for troubleshooting purposes



When will **eOPF** be available?

- Pay period 1 actions will be loaded January 30
- User IDs and passwords to employees January/February 2006
- WFM access will be established January/February 2006



eOPF Support

Employees will receive *eOPF* guidance and support through:



- log-in instructions via e-mail
- online “Help” link found in the top right corner when logged into **eOPF**
- 3 tiers of support (NFC/NBC/EHRI)
- FAQ’s (**eOPF** and DOC/NOAA)
- Online **eOPF** User Guides

Questions?

